



CITY OF MT. SHASTA

305 North Mt. Shasta Boulevard
Mt. Shasta, California 96067
(530) 926-7510 • Telephone
(530) 926-0339 • Fax

June 19, 2008

Department of Housing and Community Development
Division of Housing Policy Development
PO Box 952053
Sacramento, Ca. 94252-2053

Governor's Office of Planning and Research
PO Box 3044
Sacramento, CA. 95812-3044

RE: General Plan Annual Progress Report

Enclosed is the City of Mount Shasta Annual General Plan Progress Report. We had been updating our General Plan since early 2005 and did not submit a report during that time. We adopted our updated plan in August 2007. The report for the new General Plan is for the 2007 reporting period. The General plan Annual Progress Reports will be reporting on a calendar year cycle from this point forward. Each reporting period will end December 31, and will be submitted April 1 as specified by the current policy.

This report also includes building permit activity and a report on implementation of the Housing Element for the reporting years of 2004 through 2007. The City of Mount Shasta is preparing to update the Housing Element this fiscal year.

If you have comments or need further information, please contact Keith McKinley, City Planner, at 530-926-7510.

Thank You

A handwritten signature in black ink, appearing to read "Keith McKinley".

Keith McKinley
City Planner
City of Mt. Shasta

CITY COUNCIL AGENDA ITEM

DATE: June 9, 2008
TO: Mayor and City Council
FROM: Keith McKinley, City Planner
CC: Kevin Plett, City Manager
SUBJECT: General Plan Annual Progress Report

RECOMMENDED ACTIONS:

1. Review Staff Memo to Planning Commission and attached Tables A-C.
2. Accept the required progress report.
3. Direct staff to forward the report to the Governor's Office of Planning and Research (OPR) and the State Department of Housing and Community Development (HCD).

BACKGROUND & SUMMARY:

Please read the attached Memo dated May 20, 2008 for the information regarding the requirement for the Annual Progress Report.

On May 20, 2008, the Planning Commission voted unanimously to accept the GP annual progress report and forward to City Council with a recommendation that Council direct staff to forward the report to the Governor's Office of Planning and Research (OPR) and the State Department of Housing and Community Development (HCD).

ATTACHMENTS:

1. May 20 Memo with attachments:
 - a. Building Permit Activity
 - b. Table A for Housing Element Report
 - c. Table A-2 for Housing Element Report
 - d. Table B for Housing element report
 - e. Table C for Housing Element

MEMO

Date: May 20, 2008

To: Planning Commission

From: Keith McKinley, City Planner



RE: General Plan Annual Progress Report

Recommendation

1. Accept this progress report required by State of California.
2. Direct staff to forward the report to the city Council and subsequently to Governor's Office of Planning and Research (OPR) and the State Department of Housing and Community Development (HCD).

Purpose of Annual Report

Section 65400 of the State of California Government Code requires the planning agency of cities to provide an annual report to their legislative body, Governors Office of Planning and Research (OPR), and Housing and Community Development (HCD) on the status of the plan and progress in its implementation. The intent of the annual report is to provide the local legislative body information regarding the implementation of the General Plan. The annual report is intended to provide enough information to identify "course adjustments" or modifications to the General Plan, if necessary.

Contents of This Annual Report

This report is prepared for the 2007 calendar year and includes the following sections:

1. Introduction and Overview
2. Last Updates of General Plan and Housing Element.
3. Housing Element Update.
4. Housing Element Reporting Requirements.
5. Construction Activity.
6. Amendment to the General Plan.
7. Implementation Activities.

1. Introduction and Overview

The City has not submitted a General plan Annual Progress Report during while we were working on the General Plan update. As of August 2007 the General Plan was adopted, therefore we are resuming the annual reports with this review.

Government Code Section 65400 requires the annual reports to be complete and submitted to the state by April 1 of each year, which is prior to the end of the fiscal year. The City of Mt. Shasta keeps records of building permit activity on a *calendar* year basis. To achieve compliance the State regulation easier in the future, these annual reports are done on a calendar year basis. The former reporting methods were awkward and lead to inconsistency between our building permit activity reporting period and the fiscal year calendar. Starting with this years reporting, it is the intent of staff to get our activity reports and the general plan report on the same cycle to make it consistent and easier to make the April 1st deadlines.

For example, this annual progress report for the recently updated General Plan will include implementation activity up to December 2007. The same goes for the Housing Element progress report.

In the future, staff is anticipating beginning the preparation of the annual progress report at the start of each year in order to have it completed, reviewed and submitted to the State by the April 1 deadline.

Note that this report includes multiple-years progress for our Housing Element, and the first year of the General Plan.

We are in a favorable position since we have a recently updated general plan ready to begin to implement. In the short time the General Plan has been in effect, we have made good progress on fundamentally major implementation measures: Bicycle and Alternative Transportation, Capital Improvement Planning, and development impact fee investigations.

The Housing Element implementation has progressed, despite the moratorium and the problems associated with the housing market of late 2007. The City is doing well implementing our housing element despite the constraint of the moratorium. The City has approved permits for construction of some moderate priced rental housing, 11 units of senior "very low income" housing, processed and passed numerous Parcel Maps, and approved a 9 unit subdivision that has but one home finished, and have in stock the required supply of land that is zoned for both single family and multi-family

residential uses. Not only are we compliant with our RHNA obligations, but the next planning period's RHNA have decreased substantially, thus the future needs are easily met for land supply.

2. Last Updates of General Plan

The last comprehensive update to the General Plan was adopted by City Council August 22, 2007.

3. Housing Element Update

The Draft Housing Element was adopted March 22, 2004, and after input from HCD, revisions were made and the final document was adopted on May 23, 2005.

The City of Mt. Shasta Housing Element will be updated beginning in the next fiscal year (by June 2009). The item will be presented as a budget item for consideration on next year's budget.

4. Housing Element Reporting Requirements

Government Code Section 65400 mandates that cities include in their annual report the progress in meeting its share of regional housing needs and local efforts to remove governmental constraints to the development of housing (as defined in Government Code Sections 65583 (c) (3) and 66584).

In late 2005 the city enacted a development moratorium due to capacity problems in our waste-water main interceptor line. The moratorium did not prohibit all development, but there was a perception of a constraint to issuing new building permits. The fact is the number of building permits issued did not show a radical drop as a result of the moratorium.

In 2006, the City modified the moratorium to allow for 10 house new development connections per year. The City has issued 50 building permits for residential units over the last 4 years (See building permit activity in Attachment 1).

Table B (see Attachment 4) shows the City's progress toward achieving our RHNA requirements. the city is not required to construct the dwelling units, but is required to provide enough appropriately zoned parcels for that need. The housing element Land Inventory indicated that there is an adequate number of sites zoned for all housing needs.

The progress report for the Housing Element is included as Attachment 5 (Table C). Government Code Section 65400 requires the housing element progress report to be submitted on the forms provided by HCD, thus those are what is used. The completed forms are provided as Attachment 2, 3, 4,

and 5. Attachment 5 is the Housing Element progress report for the years 2004-2007.

Production of Housing.

Attachment 1 provides building permit activity for the last 4 calendar years (2004 through 2007). This information is also provided in the required HCD format in attachments 2-5.

Special needs populations.

A portion of the City's recent affordable housing projects have focused on providing housing for seniors. In 2005, permits for 11 new housing units for elderly households and people with disabilities have opened and are occupied. These are HUD Section 202 units.

Housing needs analysis update.

Prior to the 2004 update of the Housing Element, the City contracted with Bay Area Economics, to complete a Housing Needs Assessment for the City of Mt. Shasta. The project was completed and it will assist the City in the planning for future housing types needed by the community during this seven-year term. One primary recommendation was to consider annexation of the "orchard" site to be used for workforce housing. This has begun with the petition filed in April 2008 to LAFCo. Staff is currently working with consultants to complete an initial Study for pre-zoning the property for a residential PUD.

5. Construction Activity

Refer to Attachment 1 – Building Permit Activity, and Attachment 2 – Tables A, A2, and B. note that there was no significant change from 2004, 2005 (no moratorium) to 2006 (first year of moratorium).

6. Amendments to the General Plan

A comprehensive update started in 2005 and was completed in August 22, 2007. It began in late 2004 and was completed by the planning Commission in April of 2007. City council did not act on it for four months and it was not adopted until August 2007.

7. Implementation Activities:

Since the adoption of the General Plan in August 2007, the city has taken some significant steps toward implementation of the General Plan as of December 2007. The progress is as follows:

Goal LU-10: Develop and regularly update a Capital Improvement Program.

Progress: The City began the Capital Improvement Program project fall of 2007. In December 2007 a framework was presented to the City Council. Staff anticipates refining the project and presenting the CIP to the Planning Commission and City Council for action shortly after the beginning of Fiscal Year 2008-2009.

In support of **Implementation Measures LU-18.1a and LU- 19.1c**, the city is investigating the feasibility of enacting **Development Impact Fees**.

Progress: The Development Impact Fee project has begun; the first phase will be completed within 90-days of authorization to begin work. The project is expected to be completed by the end of 2008.

Goal CI- 8: Promote safe and efficient pedestrian and bicycle transportation and other modes of non-motorized transportation.

Implementation CI-8.1d: City should create an Alternative Transportation Advisory Committee.

Progress: The Alternative Transportation Advisory Committee has been formed since December 2007. Funds were raised by community groups and the City, and a consultant has been hired for the purpose of developing a bicycle and Pedestrian Trails Master Plan.

Progress on the Housing Element is provided in Attachment 5.

Attachments:

1. Building Permit Activity from City Records 2004-2007
2. Table A for Housing Element Progress Report for 2004-2007
3. Table A-2 for Housing Element Progress Report for 2004-2007
4. Table B. RHNA progress 2004-2007
5. Table C – Housing Element Implementation 2004-2007

ATTACHMENT 1

2004 BUILDING REPORT

NEW HOMES

217 Adams Drive	\$225,036	December
412 Old McCloud Rd	\$184,351	November
112 N. B. Street	\$120,555	October
411 McCloud Ave	\$152,703	June
1503 Village Way	\$192,888	April
200 McCloud Ave	\$152,703	March

DUPLEX/TRIPLEX

601-603 Kenneth	\$176,814	March
807 Carmen	\$241,110	March

CDBG REHAB

204 High Street	\$104,710	December
-----------------	-----------	----------

DEMO'S

103 Ida Street		November
209 Water Street		July

PERMIT ACTIVITY

Number of Permits Issued	116
Plan Review Fees Collected	\$14,348.38
Water Fees	\$15,585.00
Sewer Fees	\$31,200.00
Drainage	\$ 1,250.00
Other	<u>\$34,016.78</u>
Total Permit Fees	\$96,400.16
Total Valuation of Permits	\$2,027,297.00

2005 BUILDING REPORT

NEW HOMES

1551 Village Way	\$200,925.00	January
209 Water Street	\$120,555.00	January
.211 Magnolia	\$152,703.00	March
.1534 Village Way	\$176,814.00	July
.410 Alder	\$160,740.00	October
<u>1531 Kylynn</u>	<u>\$176,814.00</u>	November
Total	\$988,551.00	

DUPLEXES

609 South A. Street (2)	\$225,000.00	March
-------------------------	--------------	-------

SENIOR HOUSING

Kingston Road (11 Units)	\$850,000.00	June
--------------------------	--------------	------

CDBG REHAB HOUSING

206 Shasta Ave.	\$86,679.00	April
202 Sisson Street	\$95,071.00	July
311 Smith Street	\$85,000.00	December

(No fees collected on rehab housing)

MANUFACTURED HOME

1110 Mill Street	\$31,712.00	August
------------------	-------------	--------

PERMIT ACTIVITY

Number of Permits	127
Plan Check Fees	\$15,430.00
Water Hookups	\$29,805.00
Sewer Hookups	\$58,494.00
Drainage Fees	\$ 1,250.00
Other Fees	<u>\$40,194.00</u>
Total Fees	\$145,173.00

TOTAL VALUATION FOR 2005

\$3,560,717.00

**City of Mount Shasta
2006 BUILDING REPORT**

NEW HOMES

512 Chestnut	\$130,000	January
1521 Kylynn Ct	\$169,750	April
1551 Kylynn Ct	\$164,900	April
116 Siskiyou Ave	\$224,460	April
880 Washington	\$160,050	June
1501 Kylynn Ct	\$184,300	July
1561 Kylynn Ct	\$240,000	December

DUPLEX/TRIPLEX

524 Spruce (Triplex)	\$417,924	January
630/632 Marjorie (Duplex)	\$252,200	November

CDBG REHAB

805 South A St.	\$ 67,900	June
-----------------	-----------	------

MANUFACTURED

210 Siskiyou Ave	\$ 7,964	May
------------------	----------	-----

DEMO

512 Chestnut	January
--------------	---------

PERMIT ACTIVITY

Number of Permits Issued	98
Plan Check Fees	\$17,360.64
Water Hookup Fees	\$33,287.00
Sewer Hookup Fees	\$72,020.00
Drainage	\$ 1,700.00
Other	<u>\$35,562.82</u>
Total Permit Fees	\$ 159,930.46
Total Valuation of Permits	\$3,202,565.48

Prepared by: Rhonda Monaghan 1/12/2007
Administration/Finance/Deputy City Clerk

Rod
cc: Karen
Keith

**City of Mount Shasta
2007 BUILDING REPORT**

NEW HOMES

680 S Old Stage Road	\$ 232,800	Feb
1541 Kylynn Court	\$ 145,500	Apr
506 Lennon	\$ 184,300	May
602 Hercules Dr.	\$ 305,500	Jul
1511 Kylynn Court	\$ 176,814	Aug
1502 Kylynn Court	\$ 174,600	Sep

DUPLEX/TRIPLEX

205 A&B Loveta Lane (duplex)	\$ 218,250	Sep
207 A&B Loveta Lane (duplex)	\$ 218,250	Sep

CDBG REHAB

705 Berry St.	\$ 140,000	Jul
---------------	------------	-----

MANUFACTURED

None to report

DEMO

306 McCloud Avenue	\$ 5,000	Sep
--------------------	----------	-----

PERMIT ACTIVITY

Number of Permits Issued	116
Plan Check Fees	\$19,777.39
Water Hookup Fees	\$29,835.50
Sewer Hookup Fees	\$72,908.20
Drainage	\$ 2,450.00
Other	<u>\$40,628.09</u>
Total Permit Fees	\$ 165,599.18
Total Valuation of Permits	\$6,740,223.25

ATTACHMENT 2

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

(CCR Title 25 §6202)

Jurisdiction	City of Mt. Shasta
Reporting Period	Jan-04 - December 31 2004

Table A

Annual Building Activity Report Very Low-, Low-, and Moderate-Income Units and Mixed-Income Multifamily Projects

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction	City of Mt. Shasta	
Reporting Period	Jan-05	- 31-Dec-05

Table A

Annual Building Activity Report
Very Low-, Low-, and Moderate-Income Units and Mixed-Income Multifamily Projects

Housing Development Information							Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance and/or Deed Restrictions			
1	2	3	4	5	6	7	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.					
Project Identifier (may be APN No., project name or address)	Unit Category R=Renter O=Owner	Tenure	Affordability by Household Income	Total Units per Project	Assistance Programs for Each Development	Deed Restricted Units	See Instructions					
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income						
609 S. A St.	2-4	R		2		2	no	no	Rents are moderate (HE)			
1110 Mill Street	mfg	O		1		1	no	no	MFG Home			
Shasta Manor	5+	R	11			11	HUD 202	Yes				
(9) Total of Above Moderate from Table A2			▼	▼	▼	▼	6	6				
(10) Total by income units (Field 5) Table A ▼ ▼ ▼			11		3		20					

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

ICCB Title 25 § 6203)

Jurisdiction

Reporting Period _____

Table A

Annual Building Activity Report

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	City of Mt. Shasta	
Reporting Period	January 2007	-
		1-Dec-07

Table A

Annual Building Activity Report Very Low-, Low-, and Moderate-Income Units and Mixed-Income Multifamily Projects

ATTACHMENT 3

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction	City of Mt. Shasta
Reporting Period	Jan-04 - December 31 2004

Table A2

Annual building Activity Report Summary for Above Moderate-Income Units
(not including those units reported on Table A)

	Single Family	2 - 4 Units	5+ Units	Second Unit	Mobile Homes	Total
No. of Units Permitted for Above Moderate	6					6

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction	City of Mt. Shasta	
Reporting Period	Jan-05	- 31-Dec-05

Table A2

Annual building Activity Report Summary for Above Moderate-Income Units
(not including those units reported on Table A)

	Single Family	2 - 4 Units	5+ Units	Second Unit	Mobile Homes	Total
No. of Units Permitted for Above Moderate	6					6

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction	City of Mt. Shasta	
Reporting Period	Jan-06	- 1-Dec-06

Table A2

Annual building Activity Report Summary for Above Moderate-Income Units
(not including those units reported on Table A)

	Single Family	2 - 4 Units	5+ Units	Second Unit	Mobile Homes	Total
No. of Units Permitted for Above Moderate	7	3			1	11

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction	City of Mt. Shasta
Reporting Period	January 2007 - December 2007

Table A2

Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

Single Family	2 - 4 Units	5+ Units	Second Unit	Mobile Homes	Total
No. of Units Permitted for Above Moderate	6				6

ATTACHMENT 4

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction _____
 Reporting Period _____ - _____

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2004	2005	2006	2007					Total Units to Date (all years)	Total RHNA by Income Level
Income Level	RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	
Very Low	Deed Restricted	43	0	11	0	0					11
	Non-deed restricted	0	0	0	0						32
Low	Deed Restricted	32	0	0	0	0					32
	Non-deed restricted	0	0	0	0	0					30
Moderate	Deed Restricted	30	5	3	2	4				14	
	Non-deed restricted	71	6	6	11	6				29	42
Total RHNA by COG, Enter allocation number:			176							54	
Total Units ▶	▼	▼	▼		11	20	13	10			136
Remaining Need for RHNA Period ▶		▼	▼	▼	▶	▼	▼	▼	▼		

Table H-9
RENTAL PRICE SURVEY⁽¹⁾
City of Mt. Shasta

Size of Rental	Rent
One bedroom/One bath	\$550.00
Two bedroom/one bath apartment	\$600.00-\$650.00
Two bedroom/one bath single-family residence	\$750.00-\$800.00
Two bedroom/One and half bath	
Two bedroom/two bath duplex or triplex	\$825.00-\$850.00
Three bedroom/one bath	\$850.00
Three bedroom/two bath	\$1,100.00-\$3,000.00
Three bedroom/2.5 bath	\$900.00
Three bedroom/three bath	\$850.00

(1) Mt. Shasta Herald

The 2000 census data indicates 49% of all renters are overpaying. The escalation of rents since the 2000 Census is most likely placing the supply well below the demand and decreasing the amount of affordable housing for the very-low and other-low groups. Thus, portions of the "other lower" income group have housing needs that will not be met in the housing market. It is believed that the growing number of retirees coming into the area are taking up the affordable housing as fast as it becomes available.

Mount Shasta has seen significant construction of rental housing addressing low-and moderate-income housing needs over the last few years. Construction has far exceeded the objectives of both the Housing Element and the "regional share" plan prepared by HCD. A total of 107 units for tenancy by low-and moderate-income households were constructed, including 65 senior units. About 72% of these units are occupied by "very low-" income tenants, 20% by "other lower-" income tenants and the remainder by "moderate-" income tenants.

4. Cost of Housing and Ability to Pay

A. Renter Affordability

"Ability to pay" for rental housing is usually defined as whether rental rates for available housing are less than 25 or 30% of a household's income. This was analyzed for Mount Shasta using rental cost statistics compared to median household income.

Based on census data, 30% of the maximum monthly income in the "very low-" income group (or their "ability to pay") was \$331. The median gross rent for Mount Shasta is \$537. Rent has climbed in the past decade. In "other lower-" income households, 30% of the monthly income ranged between \$331 and \$530, almost reaching the median gross rent of \$537.

While it appears to paint an almost impossible picture for those low and very low income households seeking shelter, the Census 2000 Table QT-6 notes there were 22 units vacant in 2000 in the \$200-\$249 monthly range; 11 vacant units in the \$500-\$599 range; and 11 vacant units in the \$650-\$699 rental range. It is not known where these units were located or their condition. The 22 vacant units for \$200-\$249, may be very small and not suitable for most households, or could be in a bad state of disrepair.

Today, the "affordable" rent for the moderate households would be under \$800; thus affordable housing needs of this group are probably met by market-rate housing.

Table H-9 summarizes the rental price survey taken by the Mount Shasta Herald. It would appear by this information that few options exist for the low and very low income households.

TABLE C

HOUSING ELEMENT PROGRAM IMPLEMENTATION STATUS

Program	Policy	Timeline	Status
HO-1	Provide an adequate supply of sound, affordable housing for existing and future residents of Mount Shasta, consistent with county wide needs and without regard to the race, age, religion, sex, marital status, ethnic background or personal disabilities of those persons.		
HO-2:	Encourage construction of approximately 135 new housing units (including single family as well as multi-family) Over the five-year implementation period (2004-2008): the 135 units will be needed to meet needs generated by population growth and the City's share of the Regional Housing Demand.	Planning period	The growth rate is significantly lower than the stated projections. Typically 176 units would represent significant growth for the City. During the period the HE has been in effect (2004-2007), building permits for 50 dwelling units have been issued. Litigation is pending on a 40 unit subdivision that would've added 40 detached single family residential dwellings to the supply.
Program HO-2.1:	The Land Use Element designates adequate land to	Annual	The Housing Element indicated

	<p>support identified housing construction needs. Appropriate zoning shall be maintained or applied to these lands to ensure availability for development during the planning period.</p>	review	that we had enough land adequately zoned to accommodate the projected needs. No property has been rezoned since the adoption of the Housing element.
Program HO-2.2:	<p>Planning Department will continually review and encourage constructive criticism of its permit process in order to minimize costs and time required to process housing development permits.</p>	Continually	<p>Planning Department has, and continues to, review the processes for development and made changes to certain ordinances. Up to now we've updated the title 17 for clarity and removed a step in the parcel Map process (subdivisions, Completed 2006 and 2007). Costs have remained the same for processing applications. Note that the City Council reviewed the connection fees in the fall of 2007 and found that based on the study conducted they were too low. Hence in 2007, adopted new connection fees.</p>
Program HO-2.3:	<p>Planning Department will revise the information handouts for permit applicants annually or when changes are made that affect information.</p>	Annually	<p>Planning Department has completed revisions of a majority the of the application and planning handouts and many are now currently posted for download on the City website (As of March 2008). The revisions will continue and it is planned that all information and handouts will be downloadable from the web-</p>

	<p>site. Staff is currently assisting the Commission and consultants revising the Zoning Code which may include changes to design review, adopting local CEQA Guidelines, home occupations, the nature of how residential uses are allowed in commercial zones (AKA Mixed -use), the changes will be incorporated into the information available.</p>	<p>As mentioned above, we adopted the new connection fees. The City council did so after public review and public hearings and testimony was provided for consideration. The Council discussed the possibility and impact the new fees may have on residential development, but found that in general the long term effects of the low fees would impact the City's ability to provide service to all land uses.</p>	<p>The City has not had an opportunity to do so as of December 2008. We are, however, moved forward with an annexation of city owned property that is intended to provide sites for "work force" housing. .</p>
Program HO-2.4:	<p>Prior to adoption of any policy or regulation which could significantly impede the development of housing, The Planning Commission and City Council will consider the adverse effects of the policy or regulation on the City's ability to provide housing; and minimize to the degree feasible adverse effects.</p>	<p>Annual Review</p>	
Program HO-2.5:	<p>With all due financial consideration and consistent with other General Plan policies, encourage, participate and cooperate in extension of City services to currently unserved areas, including direct financial participation when deemed appropriate by the City Council.</p>	<p>Annual Review</p>	

<p>Program HO-2.6: The City will not place any condition on approval of a residential project (which lowers the proposed density) if the project otherwise conforms to the General Plan, zoning and/or development policies in effect, unless the findings required by Government Code Section 65589.5 are made.</p>	<p>Continually</p> <p>Only one project was proposed that this would be applicable. The Moss Mountain Meadows project had the necessary discussions in the staff report and resolution supporting the subdivision. No other projects had been proposed for densities lower than permitted.</p>
<p>Program HO-2.7: The City Zoning Ordinance allows residential uses within the CBD on second floors and above in commercial structures. Encouragement of this concept will continue as a means to provide additional affordable and convenient housing.</p>	<p>Continually</p> <p>This is ongoing. Specifically, as the land development code nears public hearings, the proposed changes will remove some constraints to developing mixed use projects.</p>
<p>HO-3.0</p> <p>Numerical objectives are established for low-moderate income housing for the planning period.</p> <p>Program HO-3.1: Encouragement and Coordination. The City will assist private and non-profit organizations in the development of low- and moderate-income housing where such development does not conflict with other policies and provisions of the General Plan and City ordinances. Assistance will include; maintenance of relationships with funding and facilitating agencies and organizations, site identification and local, state, and federal permit assistance. The City will further provide incentives (Program HO-3.2); provide affordable housing information (Programs HO-3.4 and HO-3.6); determine needs and development strategies (Program HO-3.5); provide possible fee reductions (Program HO-4.1, expedite processing of applications (Program HO-4.2); and assist in infrastructure (Program HO-6.1. Further, the City will give a high priority to consider adjustments to development standards when it is shown that such adjustment will readily accommodate the project without causing negative</p>	<p>Annual progress review, annual meeting with local housing advocates regarding coordination, and assistance, and upon application submittal.</p> <p>The City is partnering with CHIP for the rehabilitation of the Alder Gardens Apartments so it can remain available for affordable housing. The funding application has been submitted, we are awaiting the NEPA process to be finalized.</p>

	impacts in the neighborhood.		
Program HO-3.2	Incentives. The City Council will review permit fees, connection fees and/or improvement requirements for projects involving a substantial percentage of units (Minimum of 25%) for “very low-“ or “other lower-“ income households. Fee threshold will be consistent with State density bonus law.	2005	<p>The city has revised the connection fees. However, the result was that they have been raised. This was necessary to continue to perform upgrades to our collection system and other needs for wastewater and water service.</p> <p>The fees for building permits, and costs for improvements can, and have in some cases, been waived or modified for certain rehab projects. In response to the economic challenges facing those engaged in a rehabilitation project, the costs of improvements where none existed was prohibitive. In 2003, the City amended the municipal code to provide exemptions from the requirements for installation of street improvement for CDBG Rehab Recipients s.</p> <p>The permit or other development fee adjustments are typically done on a case by case basis. No official incentive program has been developed. This should be investigated further.</p>

<p>Program HO-3.3: A 25% density bonus shall be granted to qualifying projects, pursuant to Government Code 65915. The zoning ordinance shall be updated to address density bonuses pursuant to the Government Code.</p>	<p>Ordinance to be updated in 2005, and bonuses to be applied upon compliance with related Government Code standards.</p>	<p>No projects were proposed. Staff would recommend bonuses when applicable. Note that the zoning code update includes updated approach to density bonuses.</p>
<p>Program HO-3.4</p>	<p>The City shall encourage, coordinate with and support agencies and organizations operating rental and mortgage subsidy and self-help housing programs. The City will refer persons interested in developing low-cost housing to appropriate government and non-profit agencies for assistance. Those provisions of the City's ordinances which support affordable housing, i.e., second dwellings, group homes, density bonuses, etc., will be made available to the public in the form of "an affordable housing information brochure."</p>	<p>Continuous coordination as necessary, and completion of the brochure in the fall, 2005.</p>
<p>Program HO-3.5:</p>	<p>The City will conduct, through a CDBG Grant, a Housing Needs Study/Affordable Housing Strategy.</p>	<p>Completed.</p>
<p>Program HO-3.6</p>	<p>Upon completion of the Housing Needs Study/Affordable Housing Strategy noted in Program HO-3.5, the City will make available to the public a summary of the report, locations of sites suitable for affordable housing, a summary of applicable standards, funding options and any other information that would aid a potential developer. (This could be an expansion of the brochure prepared in</p>	<p>Spring 2006 or within 4 months after completion of</p>

	Program HO- 3.4.)	the study.	
Program HO-3.7	The City shall update the vacant lands inventory by adding wetlands, topographic or other physical constraints.	Summer 2006	<p>The city has not had the funding to complete this task, which could involve wetland delineations. We currently have many of the wetlands unofficially documented in the General Plan in the Biological Resources and wetlands diagrams. Staff is preparing to begin investigating the known constraints and opportunities of property for a housing element update. The addition of noted wetland and hillside area could be noted if the potential for those constraints is observable.</p>
Program HO-3.8:	During the General Plan update the City will identify additional lands which could be suitable for higher density affordable housing density, and/or areas where multi-family housing densities could be increased.	Spring 2006	<p>The General Plan update resulted in identifying additional lands for higher density. It was found that by removing the constraints imposed on sites based on the street classification (formerly known as Table E), that new areas are now developable to higher densities consistent with the General Plan Designation.</p>
Objective HO-4:	Minimize the effect of any new mitigation, sewer and drainage fees on provision of housing for low-and moderate income persons.	Continually	<p>There have not been any proposals where this policy can be implemented. Development has slowed due to the</p>

		Continually	The City has contracted with a consulting firm to investigate and recommend, if appropriate, development impact fees. The City Council will then be required to consider the fees pursuant to the stated policy.	moratorium.
Program HO-4.1:	At the time of adoption of any new mitigation fees, the City shall consider the housing needs of low-and moderate-income households. Provisions should be included for potential fee reductions or other cost reductions for projects where 25% or more of the housing would be dedicated to low-and moderate-income persons when a covenant is signed assuring continued use by low- and moderate-income households.	Annually	As the land development code is adopted, certain constraints are proposed to be lessened such as for mixed use projects. As mentioned in a prior section, Planning Department has and continues to, reviewed the processes for development and made changes to certain ordinances. Up to now we've updated the title 17 (subdivisions) for clarity and removed a step in the parcel Map process. Costs have remained the same for processing applications. Note that the City Council reviewed the connection fees in the fall of 2007 and found that based on the study conducted they were <i>too low</i> . Hence in 2007, adopted new connection fees.	
Program HO-4.2:	The City will continue to review its planning, permitting and environmental review programs to identify any potential constraints to housing development and means by which those constraints may be reduced.			Fall 2005 Completed.

	the Zoning Ordinance.		
Objective HO-5:	Rehabilitate, or seek funding to allow rehabilitation of, an average of five housing units per year during the planning period. Facilitate weatherization of an average of 10 homes per year during the planning period.		The City has completed 6 rehabilitation projects through CDBG funding since the adoption of the Housing Element.
Program HO-5.1	The City will make applications for CDBG rehabilitation grants during the planning period.	2004	Current
Program HO-5.2:	The City will, as such information becomes available, notify or cooperate in notification of owners of homes in need of rehabilitation or weatherization about programs which could help meet rehabilitation needs.	Continually	Current.
Objective HO-6:	Over the planning period (2004-2008), support preparation for development of adequate building sites for a minimum of 176 dwelling units.	Continually	Parcel maps and subdivisions continue to be processed. Since 2004, 8 parcel map projects have been approved. One 40-unit tentative map was approved.
Program HO-6.1:	Subject to availability of funding, the City will work with developers of housing located outside existing sewer and/or water service areas, or in areas where existing systems are at or near capacity, to develop or improve essential utility systems to facilitate housing development. City assistance may involve direct participation in improvements or cooperation in the formation of assessment districts or other means of financing necessary improvements.	Continually	No opportunities for this policy have occurred. If one does occur, this policy would be subject to LAFCO. At this time we are seeking an annexation for city-owned property. Infrastructures, however, is adjacent the site.

	The 2007 General plan update included policy to begin work toward a Capital Improvement Plan, and a Specific Plan for the Springhill Area. Housing construction goals identified in Objective HO-6 can be achieved without expansion of existing facilities. The October 2003 report by PACE, Civil, Inc provided programmatic tasks that would expand the capacity of WWTP to 8.0 MGD by fall of 2008. Water service expansions have occurred. We completed the "Alder Alley" project which renewed and improved design for water service near downtown. This would eventually tie to the future Big Lakes district project. this will enhance the water pressure and create a looped system.	
Program HO-6.2	The City will continue to develop and implement plans to expand domestic water and sewage collection and treatment systems such that planned development over the General Plan 20-year time frame can be accommodated.	Objective HO-7: Conserve existing affordable housing wherever possible.
Program HO-7.1:	In rezoning, permit or other discretionary decisions, the City shall consider the potential effects of the decision on	Continually The City and CHIP sought and obtained grants to preserve "Alder Gardens" via a state and federally funded rehabilitation program. This was a two year project that was rejected once, yet recently the funds were granted. No rezone projects have been submitted. However, the City is

	affordable housing, particularly for low and moderate-income households.		moving toward pre-zoning an area for annexation of property owned by the City. The purpose of the project is to provide work force housing opportunities.
Program HO-7.2	The City will, periodically during the planning period, conduct visual inspections of housing conditions, identifying homes in need of maintenance. The Building Department will notify the owners of the need and offer assistance as appropriate.	Annually	The city has not participated in this beyond the CDBG rehabilitation programs parameters.
Program HO-7.3	The City will continue to offer free guidance and technical assistance through the Building Department to homeowners who wish to repair and improve existing housing. The City will encourage, and participate in as appropriate, the activities of other agencies promoting homeowner maintenance and improvement self-help skills.	Continually	Building Department is accessible for these inquiries.
Program HO-7.4	The City will respond to the property owner on any Federal or State notices including Notice of Intent to Pre-pay, owner Plans of Action, or Opt-Out Notices on local projects. The City will meet with and assist those organizations desiring to maintain affordable housing in the City.	As needed upon receipt of notices	Nothing to report as of this writing.
	Financing: CDBG/Housing Rehabilitation Revolving funds and General Fund		
Program HO-7.5	The City will assist in the search for gap funding for "at risk" projects that may decide to pay off existing assisted loans during the course of the planning period. Financing: CDBG/California Housing Finance Agency, State HCD, etc.	As needed upon receipt of notices	City cooperated with CHIP to provide some aid as stop gap funding for the rehab of Alder Gardens apartments. Funding was granted.
Program HO-7.6:	The City will develop and maintain a current list of entities	2005	No action taken for this

	qualified and interested in participating in the offer of Opportunity to Purchase and Right of First Refusal (Per Government Code 65863.11) Financing: General Fund		measure
Objective HO-8	Encourage construction of new, or dedication of existing, housing units to meet identified special needs.		This is ongoing. However, no projects have been proposed. Permits were issued and 11-units of HUD 202 housing were completed.
Program HO-8.1:	Review building codes regarding door sizing, fixture placement and other provisions related to handicapped access, and prepare an ordinance which would impose standards which promote improved handicapped access for all multi-family housing, suggesting one handicap unit for every 4 units constructed.	2005 then annual update and review	No action taken for this measure
Program HO-8.2:	The Building Department shall distribute copies of state standards for handicapped design to local builders, building designers and architects.	Continually	This is done by request.
Program HO-8.3:	Actively enforce handicapped-related provisions of the Uniform Building Code, Title 24, the Disabled Americans Act, and the Municipal Code.	Continually	This is standard procedure
Program HO-8.4:	Develop a "reasonable accommodation" policy to be adopted by the City Council which would direct the staff on ways to assist handicapped individuals in matters affecting City action and ordinance administration. This would include current practices of assisting handicapped persons through the permit and zoning process; plus accommodations at public meetings; and possible modifications to the zoning ordinance such as giving administrative approval in circumstances where a minor variance may be needed to accommodate a handicapped individual. After adoption by the Council, this policy should be published in a manner which is readily available to the	Fall 2005	No action taken on this measure.

	public, including the City website.		
Objective HO-9:	Facilitate weatherization of an average of 10 homes per year during the planning period.		Records are not kept for weatherization. This program is administered through Great Northern corp.
Program HO-9.1:	The City will support PP&L and Great Northern's energy audit and weatherization programs and provide referrals and participate in informing, households that would potentially benefit from these programs.	Annual meeting with program providers	City supports this, but as mentioned above no records are kept at City Hall.
Objective HO-10:	Maintain existing services provided by other agencies to the homeless		
Program HO-10-2:	The zoning ordinance should be amended to specifically address group homes of 6 or less persons and 7 and more persons. The definition of group home shall include homeless shelters, transient housing as well as other group housing accommodations considered to be residential uses by the State Government Code.		The land development code is proposed with these provisions or similar. It has not been adopted as of this writing.
Program HO-10.3	During the review of discretionary permits for group housing, homeless shelters, transitional housing and other special need groups, the City shall to the extent practical without impacting nearby neighborhoods, keep standards as minimal as possible as a means to maintain affordability.	During application processing	No applications during Housing element planning period.
Program HO-10.1:	Support activities of existing agencies and organizations in meeting needs of the homeless, by providing referral services to families and individuals needing food and or shelter.	Annual meeting with program providers	No opportunities have arisen.

Objective HO-11:	Equal access to housing to all persons in the community without regard to race, religion, sex, marital status, ancestry, national origin or color.		
Program HO-11.1:	City staff will refer all complaints regarding housing discrimination of any kind to the State Department of Fair Employment and Housing. The City will monitor such complaints by checking with the affected agency and the complainant, and consider the need for further action if a trend develops, or the complaint is not resolved.	Continuous as complaints are received.	compliant
Program HO-11.2:	The City will provide information to the public at social service centers, the senior center, City Hall, the library, housing projects participating in HUD Section 8 Programs, and other semi-public places. The information will provide locations and phone numbers of agencies to contact for assistance. This outreach effort will be made to include groups likely to experience discrimination in housing including minority, elderly, handicapped, and lower-income families	Summer 2005	City currently provides this information by request, but has not actively pursued outreach to the groups mentioned. This is an area to improve. The City could achieve this goal by assembling the information, updating where necessary, and deliver to the Eskaton Washington, Cleveland and Shasta Manors, local churches, the Resource Center
Objective HO-12:	Maintain compliance with Housing Element law and consistency between the Housing Element and General Plan elements at all times.		Ongoing and compliant. Land Development is being updated, and General Plan was recently updated. This will be confirmed at adoption.
Policy HO-12.1:	Maintain compliance with State housing element law and guidelines.	Review State Housing Policy Department suggestions and	See above.

	submit to Planning Commission continually	Housing element is current, but will be updated by June 2009.		
Program HO-12.2	The Housing Element shall be reviewed annually to incorporate projected census data and any new provisions of applicable state codes as appropriate. Consistency of the proposed new Element versus other existing General Plan elements shall be reviewed prior to adoption.	Annually		
Objective HO-13:	That every interested resident of Mount Shasta is made aware of the Housing Element preparation process and has an opportunity for meaningful participation in the process.		Public noticing and public access TV is the methods we've had the resources to use up to now. As per common California law, Public Hearings were advertised and held during the adoption of the current Housing Element. The workshops and meetings were televised, and reported in the newspaper. Updating the General Plan was the subject to many public workshops. They were followed by public hearings and an EIR was reviewed and adopted. Many opportunities were given for interested persons to provide input.	
Program HO-13.1:	Repeat and/or expand public notification and discussion opportunities during future Housing Element revision. The	Annual if required	Housing Element will be updated in the fiscal year	

	<p>City shall have a draft housing elements available at City Hall and shall release a public notice to that effect 2 weeks before public discussion. A news release shall also be provided in the local newspaper. The notice shall be posted at local governmental agencies that primarily serve low income families. Additionally the notice and copies of the Housing Element shall be provided to local housing advocate groups. These groups will also be advised of the pending "housing needs study" and will solicit their input on both the Housing Element and the pending study.</p>	<p>2008-2009. The outreach will our standard of press, Community TV, public notices, and web-based. An RFP will be issued shortly following the beginning of the fiscal year, and contract to follow shortly after.</p>		
--	--	---	--	--